



Company	Utopia
Job Title	Deputy Headteacher
Responsible to	Headteacher
Prepared by & date	Chris Black, Managing Director - 9 th January 2026

Employee Specification

Essential Attribute	Identified by	Desirable Attribute	Identified by
Qualifications			
<ul style="list-style-type: none"> Educated to Degree level or equivalent in relevant field. Qualified Teacher Status (QTS) 	Application	<ul style="list-style-type: none"> Assess for Access Arrangements (Level 7) NPQ qualification 	Application
Experience			
<ul style="list-style-type: none"> Experience of teaching students with SEN Sound knowledge of the SEND code of Practice Successful leadership and management experience within a school setting Experience of working in Post-16 Education Experience supporting Post 16 'student services' Involvement in school self-evaluation and development planning Experience of successful line management and staff development A minimum of 2 years experience as a Designated Safeguarding Lead 	Application/ Interview	<ul style="list-style-type: none"> Experience of senior leadership Experience of delivering training/INSET Experience of timetabling, curriculum development and data management. 	Application/ Interview
Skills and Abilities			

<ul style="list-style-type: none"> • Understanding of quality teaching and effective intervention strategies for those with SEND • A high level of organisational skills. • Excellent communication and interpersonal skills. • Ability to build effective working relationships and inspire others • Knowledge of Safeguarding and Child Protection procedures. • Ability to be flexible and adaptable to the needs of students. • Sound IT skills including use of Word, PowerPoint, Excel. 	Application/ Interview	<ul style="list-style-type: none"> • Knowledge of the barriers that students from difficult backgrounds face and how to develop programmes to support this. • Up to date understanding of SEN issues for students with diverse needs. • Ability to work effectively and support students wider family network • Knowledge of ESFA Post-16 Funding formulas 	Application/ Interview
Special requirements			
<ul style="list-style-type: none"> • A commitment to high standards and achieving the best possible outcomes for all students. • Approachable, reliable and flexible with an excellent sense of humor. • Passion, resilience, and relentless optimism. • Ability to lead and motivate staff and students to help them achieve their potential • Ability to promote and endorse the Utopia core values and ethos. • A genuine care for students who have SEND. • A genuine understanding of the importance of informality and approachability in working with staff and students 	Reference/ Interview	<ul style="list-style-type: none"> • Willingness to drive the school minibus 	